

1. Call To Order

- A. Allen Metheny, Chairman, convened the Funding Subcommittee meeting for the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) at 12:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Classroom. The following documents were provided to all meeting participants:
- 1) Meeting Notice and Agenda
  - 2) DHSTPWG Funding Subcommittee Meeting Minutes, February 8, 2016
  - 3) Reallocation Summary
  - 4) Reallocation Request Form
  - 5) HSGP NOFO Summary
  - 6) FY2016 HSGP Initial Project Development List dated March 14, 2016
- B. An introduction of all committee members and DEMA personnel was conducted.
- C. Minutes from the February 8, 2016 meeting were reviewed and approved. **(Motion Approved: Kevin Sipple; Second: Jamie Bethard – Passed Unanimously)**

2. Old Business

A. **Current Grant Status FY 14/15**

- 1) A status update was provided by Mr. Maas; he discussed current balances and projected expenditures. He stated FY14 is progressing for most of the disciplines and it appears most of the funds will be utilized within projected timelines. There is approximately \$1,209,165.00 remaining with \$2,523,834.00 being spent so far. FY15 is seeing projects and orders trickling in. The current budget is showing \$536,718.00 being spent with \$3,011,057.00 in funds remaining.

B. **City of Dover Subgrant FY14-019 Status**

- 1) The City of Dover has \$43,900.00 of funds which FEMA has indicted shall not be reimbursed as per FEMA memo dated November 17, 2015. The City of Dover or Government Administration Discipline Lead did not provide any information about the status of their appeal. They were afforded the opportunity to submit information indicating the status of their appeal by the time this meeting was to occur. Those funds shall be re-allocated to other projects after discipline leads submit proposals and receive FSC approval. **(Motion Approved: Jamie Bethard; Second: Tim Sexton – Passed Unanimously)**

C. **Other Projects of Concern**

- 1) Sussex Mobile Command Unit Electronic and Information Technology Equipment for \$175,600.00. The end user stated they are awaiting a signed contract to proceed and he has sent DEMA a preliminary list of equipment which will be required. Once they receive the signed contract they will move forward with purchase of equipment in order to utilize all the funds.
- 2) Wilmington Mobile Command Unit for \$35,120.00 the end user does not think they will be able to use funds to purchase the command vehicle. The end user has indicated he has been in contact with DTI individuals to see what upgrades might be needed for his VTC system and would like to use the money for that. He has been given until Monday March 21, 2016 to provide a plan that adequately demonstrates he will be able to utilize the funds for his projects. If the end user does not provide written plans or guidance for the project, the funds will be reallocated towards other unfunded projects.
- 3) Sussex Tactical Medic Team Equipment for \$10,536.00 the end user has indicated the county has not approved the Tactical Medical program, so they are looking to re-allocate this money as well as some funds from their Pharmaceutical Replacement Subgrant to upgrade their medical response gator and order a new trailer. The old trailer will be used by emergency services still when the new one is ordered. As of this time one (1) quote has been given to us and they are looking for more.
- 4) Well Security Fencing, Traffic Control, Security Cameras and Intrusion Detection System project for \$11,220.00 the project has been completed, DEMA is waiting for the project manager to submit proper documentation in order to move forward with the reimbursement process.

3. **New Business**

A. **Reallocation Requests**

The following reallocation requests were approved by the subcommittee.

**FY14, SHSP, Investment 4, EMA**

The Kent County Emergency Management Agency (EMA) is requesting the reallocation of \$2,635.00 from the Satellite Phone Monthly Service Fee budget line and \$6,440.75 from the Sheltering Operations Support Vehicle for a total of \$9075.75 to the Sheltering Operations Support Equipment Storage Vehicle budget. The following justification was provided: The transfer of funds between the Phone Monthly Service Fee budget and the Sheltering

Operations Support Vehicle to the Sheltering Operations Support Equipment Storage Vehicle budget line is necessary in order to provide funding for additions to the sheltering support vehicle to ensure operations can be properly executed and sustained. **(Motion Approved: Colin Faulkner; Second: Robert Schoonover – Passed Unanimously)**

**FY14, SHSP, Investment 1, EMA**

The Sussex County Emergency Medical Service (EMS) is requesting the reallocation of \$3,792.00 from the Pharmaceutical Replacement budget line to the Tactical Medic Team Equipment budget line for a total of \$14,328.00. The following justification was provided: The SEMS reallocation request will be focused around inclement weather enhancements to a HSGP calendar year 2005 purchase. The new installation will also require a new enclosed trailer in order to fit the newly configured equipment. Finally, a small portable generator will be placed on the Gator to provide power and scene lighting at deployed locations. **(Motion Approved: Colin Faulkner; Second: David Mick – Passed Unanimously)**

**B. FY2016 HSGP Notice of Funding Opportunity Summary**

Mr. Maas briefed the subcommittee on the requirements and guidance for the FY 2016 Homeland Security Grants Program. The particulars of the funding are also provided and can be reviewed in the handout summary.

**C. FY2016 HSGP Application Timeline**

Mr. Maas briefed the subcommittee on the timeline that was developed in order to ensure Delaware meets the requirements in order to submit all required documents for the grant application. All FSC members reviewed and agreed to the timeline. **(Motion Approved: Robert Newnam: Tim Sexton – Passed Unanimously)**

**D. FY2016 HSGP Initial Projects Review**

Mr. Maas provided the subcommittee a list of submitted projects per discipline. He explained the totals and the fact that the requests exceeded the federal allocation of \$3,734,500.00 by approximately \$1 million. Discussion ensued about the meaning of the terms for Sustainment, Build and Terrorism Nexus. It was decided that DEMA should review the project list and classify projects as sustain or build utilizing current guidance. The list should then be sent out to all discipline leads so that they could make adjustments to their budgets in preparation for the next FSC scheduled for April 11<sup>th</sup>, 2016 at 09:00 a.m. until 12:00 p.m. at the DEMA location. **(Motion Approved: Robert Newnam: Tim Sexton – Passed Unanimously)**

**Delaware Homeland Security Terrorism Preparedness Working Group**  
**Funding Subcommittee**  
**Meeting Minutes**

**March 14, 2016**

**E. Open to Floor**

1) No other discussion was provided

4. Next Meeting – The next meeting is scheduled for April 11, 2016 at 09:00 a.m. at DEMA.

Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

Minutes approved electronically by Allen Metheny.

MEETING ATTENDANCE ROSTER	
Name	Agency
<b>Voting Members</b>	
Allen Metheny	Chairman
Robert “Biff” Newnam	Delaware State Fire School
Amy Anthony	DMV
Jamie Bethard	DNREC, Division of Waste & Hazardous Substances
Colin Faulkner	Kent County EMA
Sandra Ennis-Alexander	DTI
Col. Monroe Hudson	DSP
Raymond Holcomb	Homeland Security Advisor
Berley Mears	City of Seaford Public Works
David Mick	Kent County Department of Public Safety
Suzanne Raab-Long	DE Healthcare Association
Robert Schoonover	SCEMS Proxy
Tim Sexton	Division of Public Health
Kevin Sipple	Kent County Public Safety
Lisa Tanielian	DDA
Marny McLee	Citizens Corp
<b>Funding Subcommittee Guests</b>	
Regina Jones	DMV
Brandon Olenik	Kent County EMA
Jane Walmsley	DAR
<b>Delaware Emergency Management Agency Staff</b>	
Tony Lee	Principal Planner
Jennifer Dittman	Planner Supervisor
Shaun Diggs	Terrorism Preparedness Management Analyst
Renee Hupp	Terrorism Preparedness Planner